

Absence


- For worker's who are off work due to work injury

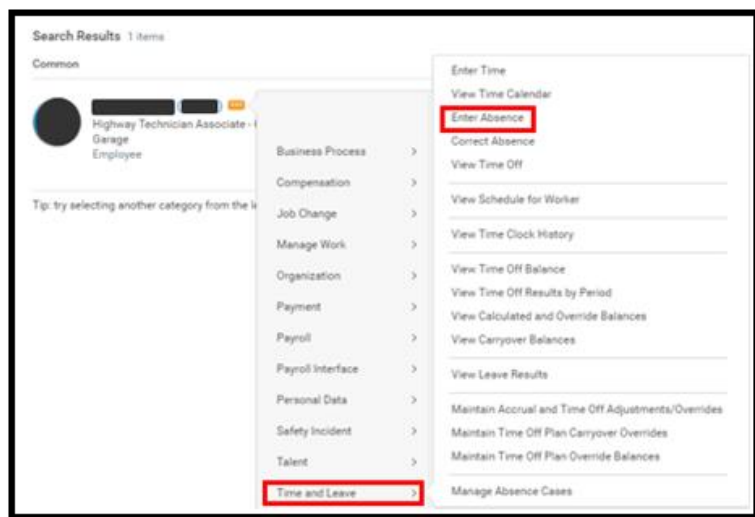
Absence:

Managers

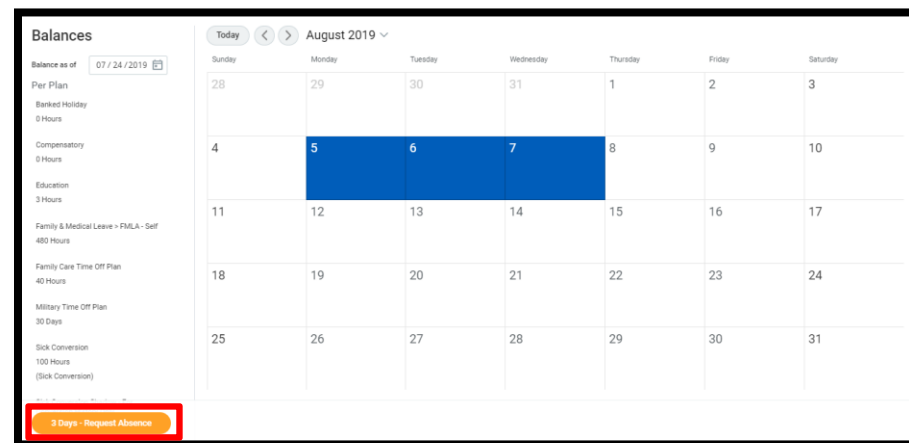
ENTERING AN ABSENCE FOR WORKERS' COMP CLAIM

From the Search bar:

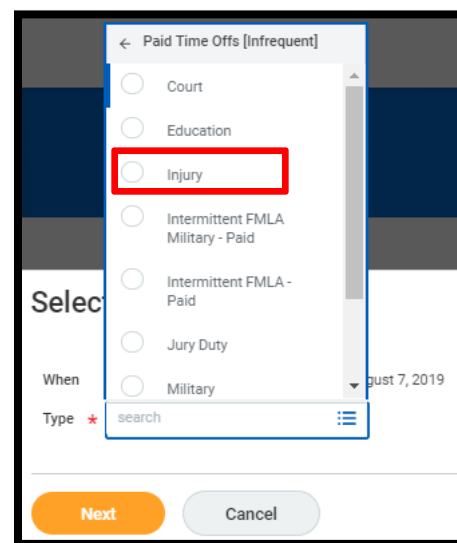
1. Find the name of the **Employee** and click on it.
2. Click the **Related Actions Button** . Then click on **Time and Leave > Enter Absence**.



1. Select the **date(s)** of the absence.
2. Select **Request Absence**.



3. Click on  in the **Type** field > **Paid Time Off [Infrequent]** > **Injury**.



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Note: If the employee does not have enough sick time to cover the absence, then you will choose **Unpaid** under **Unpaid Time Off**. Please select **Authorized – Medical** for the reason on the next page.

← Unpaid Time Off

☐ Intermittent FMLA Military - Unpaid

☐ Intermittent FMLA - Unpaid

☒ Unpaid

When 08/05/2019

Type * search

Next Cancel

You have successfully entered absence for injury for Workers' Comp Claim. If you have questions, please reach out to the safety partners and / or your HR Partner.

4. Then click **Next**.
5. Review the date(s) and **Edit Quantity Per Day** to adjust the number of hours per day the employee will be taking off.

Request	From	To	Type	Quantity per Day	Total	
1 item	08/05/2019	08/07/2019	Injury	10 hours	30 hours	Edit Quantity per Day

6. Then click **Submit**. This HR Partner to review & approve.



Note: If the employee is eligible for FMLA, then your HR Partner will put FMLA on the employee's Absence calendar as well and report this time to the Reed Group.